

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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February 24, 2004

**FROM: BARBARA HALSEY, DIRECTOR
JOBS AND EMPLOYMENT SERVICES DEPARTMENT (JESD)**

**SUBJECT: REQUEST FOR PROPOSAL (RFP) TO PROVIDE YOUTH SERVICES UNDER
THE WORKFORCE INVESTMENT ACT**

RECOMMENDATION: Approve and authorize the release of a Request for Proposals (RFP) to provide academic and occupational skill attainment activities to eligible San Bernardino County youth under the Workforce Investment Act.

BACKGROUND INFORMATION: Title I of the Workforce Investment Act (WIA) allows for educational enhancement, occupational training, and employment preparation program services for youth ages 14 through 21. Approval of this RFP will provide for these services to be available throughout the County during the program year 2004/2005 and follow-up year 2005/2006.

The Local Workforce Investment Board (WIB) in conjunction with JESD is seeking proposals from interested and qualified organizations and firms to provide year-round comprehensive activities and guidance services to help eligible youth achieve academic and employment success. The specific services solicited in this RFP include comprehensive career and guidance counseling, occupational skills training, alternative secondary school services, tutoring and study skills, leadership development, adult mentoring, work experience, supportive services, and follow-up monitoring. Proposals will be evaluated on a weighted criterion, which will include the organization's experience in providing the requested services and the reasonableness of total cost per service. Youth Service Providers will be selected through a process of competitive evaluation. Staff will initially review and rank all proposals based upon responsiveness and determination of which proposals best meet the needs of the County. Those recommendations will be forwarded to WIB Youth Council, who will then evaluate the specific proposals on program effectiveness and projected positive outcomes. The WIB will make specific recommendations for contract award and funding levels to the Board of Supervisors for approval.

Approval of this action will allow JESD to formally advertise the County's solicitation of proposals. The RFP will be advertised in local newspapers, distributed by direct mailings and will be posted on the JESD website.

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REVIEW BY OTHERS: This RFP was reviewed by the WIB Contracts & Performance Committee on January 30, 2004 and reviewed and approved by the full WIB Board on February 2, 2004. It was reviewed and approved as to form by Deputy County Counsel Regina Coleman (387.3266) on January 26, 2004 and has also been reviewed by the County Administrative Office, Patricia M. Cole, Administrative Analyst (387.5346) on February 13, 2003.

FINANCIAL IMPACT: Funding for the proposed services will be included in the Department's proposed FY 2004/2005 budget. Approval of contracts as an outcome of this RFP will be funded through the Federal Workforce Investment Act of 1998 and will result in no local cost to the County.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action on the basis that services to be provided as a result of this RFP will be fully funded by federal funds that are not in jeopardy.

SUPERVISORIAL DISTRICT(S): All Districts

PRESENTER: Barbara Halsey, Director, JESD, 909.388.4389